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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Asst. Deputy Director (Administration)

DATE: 2 June 1953

FROM : Management Officer

SUBJECT: Central Processing.

Reference: Memo dated 8 May 1953 from ADD/A and attachments.

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1. In accordance with your memo of 8 May 1953 a meeting was arranged between the offices concerned, as a result of which [REDACTED] prepared a memo dated 18 May 1953 reflecting his interpretation of your wishes. The Logistics Office has reviewed that memo and the whole situation and set forth their opinions and ideas in the memo of 26 May 1953. These two papers submitted by Personnel and Logistics indicate three possible courses of action any of which could be made to work.

2. However, the following observations are made as to these three courses of action. (Reference is identical to that in paragraph 5 of the May 26 memo of the Acting Chief of Logistics.)

## As to plan (a)

It will be noted from Tab 3 that this plan involves additional work caused by the need for communication and from Tab 4 that it will require more personnel. Any division of the work at any point has the same inherent defect.

## As to plan (b)

The transfer of the entire PMB to CPB will mean that the function of transportation will be divided.

## As to plan (c)

This will operate in accordance with your original concept of a year ago as to the proper placing of the whole of the transportation function in the Logistics Office and leaves the Logistics Office with the means and authorities to carry out that function. It does this without in any way inconveniencing

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our traveling employee. Travel and its related activities of moving personal effects is a technical activity even as medical examinations and immunizations. What the traveler needs as to "travel", "medical attention", and "finance" is an advisory group that can take him in hand, tell him what he should do and arrange for the services that he needs, and goes one step further, i.e., makes sure the passenger has received these services. This can be done by means of a checklist already in use.



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W. L. PEEL

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